



**Department of Housing and Community Development**

**NOTIFICATION OF VACANCY**

**Weatherization Program Administrator  
(Program Administration Specialist II)**

**POSITION #00246 & #00364**

**LOCATION:**

**DHCD**

**600 E. Main Street  
Richmond, VA 23219**

**HIRING RANGE:**

**\$45,000 - \$60,000**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development (DHCD) is seeking an individual to administer, implement and report on activities of the Virginia Weatherization Assistance Program. Duties include developing policies and procedures needed for program implementation; compile and report program data and monitor the administration of programs; and provide technical assistance and administrative monitoring.

**QUALIFICATIONS GUIDE:**

Significant knowledge and understanding of the U.S. Department of Energy Weatherization Assistance Program, the U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program, and the Virginia Department of Social Services Low-Income Home Energy Assistance Program. Individual should possess excellent oral and written communication skills and have strong analytical capabilities. Experience implementing federal grant programs is required. Must have strong computer skills and experience using spreadsheet and database programs. Must be capable of working with diverse populations, and work in a fast paced environment. Construction experience rehabilitating or restoring housing is preferred. Experience managing multiple programs and priorities and fiscal resources and implementing programs targeted to affordable housing is a must. Experience in grants management is essential. Periodic overnight travel is required. Degree in planning, public administration or business administration is preferred or equivalent combination of training and experience.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY Friday, October 16, 2009 5:00 p.m. EST.**

***For additional information please contact our Human Resource Office, at (804) 371-7000***

***An Equal Opportunity Employer***

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***